



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Drinking Water Program
Class V Wells and Water Pollution Control Regulations

**Underground Injection Control Instructions for eDEP Forms:
Registered UIC Well Pre-Closure Notification**

Important:

You should only use the electronic MassDEP eDEP Pre-Closure form if either of the following is true:

- 1. The original UIC Registration application was submitted electronically through eDEP and not through a paper filing; or,**
- 2. A subsequent Modification UIC Registration application was submitted electronically through eDEP in which the well locations of the previously registered UIC Class V wells were entered.**

Otherwise you should file for Pre-Closure using the paper version of the form (BRP-WS06d) available here: <http://www.mass.gov/eea/agencies/massdep/water/approvals/underground-injection-control-forms.html#4>.

Introduction

MassDEP electronic Permit and Registration Applications (eDEP), as well as these *Instructions & Supporting Materials*, are available on the Mass eDEP Web site at <http://www.mass.gov/eea/agencies/massdep/water/approvals/underground-injection-control-forms.html#2>. If you already have an eDEP account you may access your account and associated forms and documents here: <https://edep.dep.mass.gov/DEPLLogin.aspx>. All electronic documents may be printed and or saved in electronic format. Supporting materials are available on the MassDEP Web site in file formats that include: Microsoft Word™, Microsoft PowerPoint™, and Adobe Acrobat PDF™.

If you are unable to utilize the eDEP Permit Application process, paper versions of all Underground Injection Control (UIC) Registration forms are still available on the MassDEP website. However, the electronic Permit Applications include automation to streamline the application process – conducting error checks, showing only fields appropriate to your well and well type/category, and dynamically updating information.

Please note that, unlike the paper form, the electronic form you are using is dynamic – the data that you enter into specific fields will impact which other fields appear on your electronic form and which fields you are required to complete. It is important to make sure that the data you enter accurately reflect the proposed or existing UIC well so that the appropriate portions of the forms are available to be completed.

If you find a reference in this document to a field that does not appear on the version of the form you are working on, it is likely that information you entered did not activate these fields and that they are not necessary for the successful completion of your form.

Permit Name

Registration of Discharges to Class V Injection Wells (Form: Registered UIC Well Pre-Closure Notification)

Permit Code

BRP WS06d

**Purpose of
Registration**

Regulating the injection of fluids to the ground to prevent contamination of groundwater used as a source of drinking water.

**For Assistance
with this
application**

Contact MassDEP Bureau of Resource Protection, Underground Injection Control Program:
For all UIC Types: 617-292-5859. For email questions: ASK.UIC@state.ma.us



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**Who must
apply**

Any party who is seeking to close a previously registered UIC Class V well (as defined in 310 CMR 27.00) must apply to officially close their UIC well. Note that for an applicant to change well and/or ownership information they must submit a modification form prior to beginning a pre-closure form.

**May I submit
one application
for multiple
properties?**

No. A separate Pre-Closure form must be submitted for each UIC Registration number.

**What land use
types must use
this application**

This application form applies to all types of land uses.

Review timeline

If MassDEP fails to issue a determination (registration of the UIC Class V well) on an adequately prepared Pre-Closure application within 48 calendar days of receipt of the application and payment of the application fee, the UIC registration is deemed to be approved per UIC regulation 310 CMR 27.08(3).

Fees

A fee (if applicable) is due when the application is submitted. The fee is calculated automatically based on your answers to questions within the form. The amount is based on several factors. Depending upon the well category and well type being registered some or all of the following factors may impact the applicable fee

- The category and type of UIC Class V well; and,
- Whether the well(s) are for four (4) residential units or fewer;
- Type of ownership: (Local or Regional Government - No fee, State Government - No fee if fee would have been less than or equal to \$100 (Fees greater than \$100 are charged standard fee -i.e., there is no discount, just a fee or no fee).

Note: See UIC Class V Well Category and Well Type Descriptions for a description of UIC well types; and UIC Class V Well Registration Application Fee Table for a list of all fees and dependencies. Both of these documents are available at: <http://www.mass.gov/eea/agencies/massdep/water/approvals/underground-injection-control-forms.html#1> There is a one-time pre-closure fee for most Class V wells.



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**What
regulations
apply?**

Regulations that apply primarily include, but are not limited to:
Underground Injection Control Program, 310 CMR 27.00.

These regulations may be found and printed from the internet at:
<http://www.mass.gov/eea/agencies/massdep/service/regulations/>

Or, they may be purchased at

State Bookstore
Massachusetts State House
Room 116
Boston, MA 02133
617-727-2834

State Bookstore West
436 Dwight Street, Room 102
Springfield, MA 01103
413-784-1376

**What other
requirements
must be
considered?**

Applicants should consider the need to obtain the following permits or sanctions:

- Wetlands requirements should be checked through the local Conservation Commission if the well closure activities will be conducted within wetlands or surface water buffers.

Note: The additional requirements listed above are examples intended to serve as a guide to the applicant. They do not necessarily include **all** possible additional requirements.

**What UIC
guidance
documents
apply to this
application?**

The following MassDEP UIC guidelines may apply to this application depending upon the type of UIC Class V well being registered (both are available at <http://www.mass.gov/eea/agencies/massdep/water/drinking/underground-injection-control.html>):

- MassDEP Guidance Document #: BRP/DWM/DW/G04-3, *Massachusetts Closure Requirements for Underground Injection Control (UICs) Wells (including shallow injection wells)*; and,
- *Guidelines for Ground Source Heat Pump Wells.*

**How long is
Registration
valid?**

Once a Registration has been closed (by first completing a Pre-Closure application and subsequent Post-Closure Notification), the Registration is permanently closed. Any new UIC registrations for the property will be assigned a new registration number as part of a separate registration process.

How to Apply

To submit an electronic application to MassDEP, follow the steps described below:

Step	Action
1.	Log in or create your eDEP account. https://edep.dep.mass.gov/DEPlogin.aspx



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2.	Review the applicable UIC guidance documents listed above (page 3) and information from the following (all available at http://www.mass.gov/eea/agencies/massdep/water/approvals/underground-injection-control-forms.html): <ul style="list-style-type: none">• These instructions;• eDEP Instructions and Frequently Asked Questions;• eDEP General Guidance Slide Show;• eDEP UIC Forms General Instructions Slide Show;• Well Type Table; and,• Fee Lookup Table
3.	Select the form titled “Registered UIC Well Pre-Closure Notification” from MyDEP page
4.	Complete the form and all associated child forms (these will appear automatically based on information you input). Include all specified information.
6.	Using eDEP, submit a completed application including all parent/child forms and attachments. For paper attachments, please send the documents to: Department of Environmental Protection BRP Drinking Water Program Underground Injection Control Program One Winter Street, 5th Floor Boston, MA 02108 Note: Include your UIC registration number and your contact information to ensure that your paper attachment is correctly linked to your eDEP Pre-Closure application.
7.	Retain a copy of the complete application package for your files and make a note of your user name, nickname, and password for future use.

General Form Instructions:

Sharing a document: Many applicants will require information from multiple sources – the well owner, system designer, well driller, or well installer. The eDEP system allows you to electronically “share” your document with others and allow them to review or enter data on the eDEP website. Begin by identifying who will be providing the added information and “share” the form electronically with them. The “share” document option is available once you have opened a form and you are at the Transaction Overview screen. To share your document the other party must have an eDEP account and you must have that account nickname (there is no search function for nicknames). You may set permissions for each user specifying how much control and what activities they are allowed to perform with your document.

Required Data and Error Checking: Many data are required to successfully complete a registration application. Error checks/validations are built into the form so that the user will be prevented from proceeding to the file attachment or signature page with incomplete or invalid data. After clicking on Error Check or Validate, the fields with errors will be outlined in red and an error list provided at the bottom of the form screen. To successfully advance to the next step in the application process, all fields must be filled in correctly.

Note: Only questions that require interpretation are included in the field-specific guidance below.



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Field and Form-Specific Instructions

Pre-form

If you are completing a Pre-Closure form you need to identify your well by the UIC Registration Number. Providing this information will allow eDEP to pre-populate the current form with historic data that DEP has on record for that well. Note that if an applicant needs to change the residential/commercial well information or owner information, they will need to: 1) delete any previously started Pre-Closure form for this registration; 2) submit a WS06 Modification form for the registration to be closed; and 3 only then begin their Pre-Closure form. This is because the Pre-Closure form will prepopulate incorrect information if it is created before the modification form has been submitted. Click on the name of the form to begin entering data.

Please note that information does **not** exist in the eDEP database for all existing UIC Registration Numbers that were originally submitted by paper form. If a BRP WS06 or a BRP WS06 Modification or Well Conversion form for this UIC Registration Number has not been filed through eDEP then you must use the BRP WS06d Pre-Closure of Previously Registered UIC Well paper form

(<http://www.mass.gov/eea/agencies/massdep/water/approvals/underground-injection-control-forms.html#3>).

Note: If you have a pre-existing well and you do not know if it has been registered, please contact the MassDEP (ASK.UIC@State.MA.us or 617.292.5859) and staff will be able to provide you with information.

A. General Questions

A1 Select the most appropriate of the three options for A1: Complete Closure, Partial Closure, or Conversion. Select the “Complete Closure” option if you are closing all wells that are included under the UIC Registration number that you provided. Select the “Partial Closure” option if you are closing some but not all of the wells that are included under the UIC Registration number. Select the “Conversion” option if you are closing the existing well type for one or more of the wells included under the UIC Registration number and are converting that/those wells to a different type of UIC Class V well.

A2 Select “Yes” for this question if the proposed closure, partial closure, or conversion activity for the well type associated with this UIC registration number result in either the physical well closure (abandonment) or the closure (elimination) of **all entry points** for this well type at one or more of the registered wells? Note that if you select “No” to this question, you are eligible for completing a BRP WS06 Modification or Well Conversion form rather than this Pre-Closure form which will save you the \$90 filing fee (if applicable to your application).

A3 You can only use the Pre-Closure form to close wells of a single well type (single UIC Registration Number) at one time. If you select Yes to this question you will be prompted to fill out a second separate Pre-Closure form for the additional well type being closed at this site.

B. Facility or Residential Information

Note: Part B information is pre-populated from the current UIC database information regarding this registration. If these data are incorrect, you must first complete a Well Modification Form for this registration and then create a NEW Pre-Closure form that will pre-populate the correct information. Note that the same is true if you need to change owner information (Part C).

C. Preparer Information

Note: To streamline the data entry process a button has been provided to copy information from the Preparer fields to the Contact Person fields. This will make data entry faster and reduce potential errors.

Preparer Information

Enter information for the preparer of the form and Preparer Contact Person.

Name and Address of Owner (if not the same as the property): Owner information is pre-populated from the current UIC database information regarding this registration. If these data are incorrect, you must first complete a



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Well Modification Form for this registration and then create a NEW Pre-Closure form that pre-populates the corrected information.

D. Status of Proposed Discharge or Well Closure Activities

Current status of discharge(s) or well(s) being closed (check all that apply):

Discharge Still Active: The type of UIC discharge associated with this UIC Registration Number is still active for any one of the wells that you selected for closure in Section E (below).

Discharge Discontinued: The type of UIC discharge associated with this UIC Registration Number has been discontinued for all of the wells that you selected for closure in Section E. This selection does not refer to any of the wells that you have not selected for closure in Section E.

Conversion Completed: Both the type of UIC discharge associated with this UIC Registration Number has been discontinued for all of the wells that you selected for closure in Section E (below) and any work required to convert the wells that are being registered for a different type of UIC Class V discharge has been completed.

Entry Points Abandoned (physically decommissioned): One or more of the entry points for the type of UIC discharge associated with this UIC Registration Number have been permanently sealed (e.g. floor drain and piping sealed) or physically removed (e.g. process or treatment equipment) such that discharges associated with the entry point is no longer capable reaching the UIC well. This item should **not** be selected if the entry point still exists but was simply rerouted to an alternative discharge or collection point (e.g. industrial wastewater holding tank or municipal sewer).

Injection Well Abandoned (physically decommissioned): One or more of the wells that you selected for closure in Section E has been either filled in place or physically excavated/demolished such that no discharges of any type (UIC or otherwise) can enter the well now or in the future.

Proposed Date of Well Closure/Conversion: Enter the proposed date for the start of the well closure activities.

Date that Closure/Conversion was completed (if applicable): If the well closure activities have been completed enter the date that the closure activities were completed. If converting a well, enter the date that the well was closed to the type of UIC discharge associated with the existing UIC Registration Number.

Is the closure being required by a federal, state, or local entity?: Check the “Yes” box if the proposed closure is the result of a written notification by a federal, state, or local authority indicating that the well(s) must be closed. If you check off the “yes” box, a child form will be created and you must fill out the information requested to identify the issuing authority and any contact information that was provided to you for that authority. This form will be generated automatically after successfully validating and exiting the parent form.

Is the applicant requesting a waiver of the 30-day review period for closure applications? If you answer “yes” to this question then you must indicate the reason you are requesting a waiver of the 30-day review period in the text field that will open (if additional space is need for your explanation attach a file with additional narrative description when you submit this application package).

E. Injection Well(s) or Activity(ies) Being Closed

The type of registration (Area vs Individual): This information is pre-populated from the most recent UIC Registration or Modification form that was submitted for this UIC Registration Number. Do not change the answer provided in this field.



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Number of Wells: This information is pre-populated based upon previous registration applications. You should only change this number if you know it to be incorrect for the total number of wells associated with this UIC Registration Number. Note; the number of wells listed should match the number of wells shown in the table of registered wells discussed below.

List of Wells: Check off each of the listed wells that is being closed. Note that if the original registration was not completed in eDEP and a subsequent BRP WS06 Modification or Well Conversion form was not completed in eDEP, then no table of existing wells will appear here. It is for this reason that you should file your Pre-Closure application using the paper version of the BRP-WS06d Pre-Closure form unless a previous BRP-WS06 Registration application or modification application form has been entered into the eDEP system with all well locations entered.

Number of entry points to the system: There are three questions associated with the number of entry points. The number of entry points to a UIC open-loop GSHP well(s) is the number of heat pumps or plate-and-frame heat exchangers that are discharging to the well(s). For all other types of UIC Class V wells, the number of entry points may include one or more of the following types: catch basins, roof drain downspouts, treatment devices, floor drains, swimming pools, sample sinks, emergency showers or eye wash stations. Enter the number of entry points before closure, the number of entry points proposed for closure, and the number of entry points that will remain after the proposed closure activities have been completed. Only enter the number of entry points for the type of discharges associated with this UIC registration number.

Proposed or previously completed well closure activities (check all that apply)

- Clean out well(s);
- Sample fluids/sediments in the bottom of the injection well;
- Remove well(s) and any contaminated soil – the selection of this option indicates that the well(s) will be physically removed (excavated) from the ground;
- Appropriate disposal of remaining fluids/sediments;
- Conversion to other well type;
Note: Only select this option if the well is being converted to another UIC Class V well type. If you are converting to a non-UIC Class V well type (i.e. converting to an irrigation well, etc.) then you should not select this option and you should not select the following “well and entry points physically decommissioned” option. If you select this option you will be asked to select the well category and type for the new purpose of the well. Note: a separate UIC registration application must be submitted for any conversion to a new well type). If you are converting to a non-UIC Class V well type (i.e. irrigation well) then you should indicate your intent in an attached narrative to your Pre-Closure application form;
- Well and entry points abandoned (physically decommissioned). The selection of this option indicates that the well, or one or more of the UIC wells, associated with this UIC Registration Number will be physically removed/filled-in/destroyed and that all entry points to the well will either be removed and/or the piping to the UIC well will be permanently sealed so that no fluid may continue to be directed toward the closed well;
- Partial Closure - Some of the current or past discharges will be discontinued. Other discharges of the well category and well type associated with this UIC Registration Number to the well(s) will continue;
- Sample fluids/sediments from the area surrounding the injection well (as applicable); or,
- Other (Describe).

F. Registered Well Driller (if applicable)

If the UIC well installation involves the installation of a drilled well or the decommissioning of a drilled well, enter the driller's name, the name of the company that he/she works for, the driller's MassDEP Well Driller certification number, and a phone number where the driller can be reached. Per the Well Driller regulations (310 CMR 46.00) drilled wells may only be installed or decommissioned by a MassDEP Certified Well Driller. A list of certified well drillers and 310 CMR 46.00 can be found here: <http://www.mass.gov/eea/agencies/massdep/water/drinking/well-drillers-program.html>.



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Certification Statement on Signature Page

Note: This section will appear after you have completed the application form; any required child forms, and added any attachments.

The signature page has two certification statements. One is for the operator of the existing or proposed UIC well(s) and one is for the owner of the property on which the existing or proposed UIC well(s) is, or will be, located. All applications are required to have the Operator certification statement signed by the operator. If the operator **is not** also the owner of the property then the property owner shall sign the Owner certification statement. The following are the only eligible persons who may sign for the operator or owner.

Any person who signs for the operator or owner must have authority to legally bind the business to perform the activities described in the applicable certification statement. That person must be one of the following:

- In a sole proprietorship, the company's sole proprietor.
- In a partnership, a general partner with authority to bind the partnership.
- In a corporation or a non-profit corporation, a corporate official with authority to bind the corporation, e.g., president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision making functions of the corporation.
- In a municipality or other public agency, a principal executive officer or ranking elected official who is empowered to enter into contracts on behalf of the municipality or public agency.